

# Addendum Instructions

## Updating an Existing Prequalification

Any change to your prequalification application must be received complete by ODOT at the mailing address below or email:

[ODOTProcurementOfficeConstruction@odot.oregon.gov](mailto:ODOTProcurementOfficeConstruction@odot.oregon.gov) The addendum must be received at least 10 calendar days prior to bid opening (per OAR 731-007-0530 (9)) if that information affects the bid submitted.

### A. Minor Changes:

Minor changes include, but are not limited to:

- a. changing an address
- b. adding and deleting class(s) of work
- c. changing an officer

#### d. Instructions for making minor changes:

- i. Submit a copy of the application page(s) you wish to change. Line out old information and write in new information. **Do not use correction fluid.**
- ii. **The person who signed the original affidavit must initial and date each correction.**
- iii. Complete, sign (same person that signed the original application) and notarize the “Addendum change form”
- iv. Return the corrected pages of original application and addendum form to ODOT.
- v. If all changes are made correctly, ODOT will approve the addendum and notify the contractor by emailing a copy of the approved addendum form for their records.

### B. Major Changes:

Major changes **must be submitted on a new application form**. Major changes may include, but are not limited to:

- a. a change in business structure
- b. acquisition of another company
- c. major ownership changes

### Mailing Address:

ODOT Procurement Office  
Construction Contracting Unit  
355 Capitol Street NE, MS 33  
Salem, OR 97301  
Phone: 503.986.2710